

**Summary of the
ELAB PBMS Workgroup Teleconference
September 22, 1998**

The Performance Based Measurement Systems (PBMS) workgroup of the Environmental Laboratory Advisory Board (ELAB) convened by teleconference on September 22, 1998, at 1 pm. The meeting was led by its chair, Mr. Jerry Parr, using the distributed agenda. Action items are given in Attachment A. *The purpose of this meeting was to begin review of the implementation plans of the EPA Program Offices.*

INTRODUCTION

Mr. Parr opened the meeting by reviewing the relationship of the draft key elements with respect to the only available PBMS Implementation Plan, that of EPA's Office of Air and Radiation. Several members acknowledged that this plan is sufficiently complex that it would be most efficient to review such a plan with the assistance of a knowledgeable person from that office.

APPROACH TO REVIEW OF PBMS IMPLEMENTATION PLANS

Workgroup members also discussed the impending availability of Implementation Plans from other EPA Program Offices and the group's intent for an efficient review of these plans. Following discussion, it was agreed that:

- \$ plans should be reviewed against the draft key elements;
- \$ each plan should be reviewed with the assistance of a knowledgeable person from the responsible Program Office to properly understand the underlying rationale; and,
- the group should be prepared to offer specific constructive advice if a plan does not clearly address a particular element.

Plans to be Reviewed

Mr. Parr will coordinate upcoming meetings with the availability of Implementation Plans and a representative of the respective Program Office to lead the group in its initial discussion of a particular plan.

ADDITIONAL ISSUES

Members agreed that the objective of validation efforts should be clarified so that it is of the performance of a measurement method, not of facility compliance. Mr. Parr noted that he has received comments from Wilson Hershey, co-chair of ELAB on the workgroup's efforts. Ms. Labie informed members of the meeting of the NELAC Quality Systems Committee November 9-10, 1998, during which PBMS issues are on the agenda for discussion.

NEXT MEETING

Arrangements have been made for regular meetings, the first and third Tuesdays of each month; the next meeting is scheduled for October 6, 1998.

Attachment A

**ACTION ITEMS
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No.	Action	Date to be Completed
1	Mr. Parr will coordinate future meetings to include the text of Implementation Plans and a representative of the Program Office to lead initial discussion of the Plan	